

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 83
MAY 4, 2011 – WORK SESSIONS

Public Works
Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, May 4, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member - Excused

Staff: Pam Dill

Staff Present: Bill Oakes, Director, Steve Marx, Jack Taylor, Connie Bowers

Others Present: Elaine Marlow, Budget Director, Jeff Lauderdale

Record Part 1 @00:28

Roads

Subject: Rural Arterial Program (RAP) Project Agreement for Construction Proposal

Attachment: yes

Proposed Action: RAP funding for Glendale Road; Total Amount Authorized: \$2,890,000

Follow up: Okay to move forward to Monday's agenda.

Subject: Discuss Bid Award for 2011 Concrete & Liquid Asphalt Supplies

Attachment: Bid Award Recommendations & Bid Comparisons

Proposed Action: Award bid for concrete asphalt materials for 2011; Camano Shop: Granite Construction; Whidbey Shops: Lakeside Industries for Modified Class G, Asphalt Treated Base, Class B – Granite Construction for Tack Coat Oil

Award bid for liquid asphalt materials for 2011 for both Camano & Whidbey shops to McAsphalt Industries Ltd.

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Discuss Bid Award for 2011 Culvert Supplies

Attachment: Bid Recommendation, Bid Comparison, and purchase order

Proposed Action: Award bid for culvert supplies for 2011 to Pacific Corrugated Pipe, Inc. for stock deliveries in the amount of \$17,708.01, incl. WWST.

Follow Up: Okay with Board to move forward to Monday's agenda.

Public Works/Parks

Subject: Henry Lane Park Boundary Survey Proposal

Attachment: Memo & Survey Proposal by Evergreen Surveying, Inc.

Proposed Action: Boundary Survey of the Henry Lane Park property to determine the actual boundary lines of the park and help define the site plan and allow for the permitting for construction of a road and parking lot on the property; Evergreen Surveying, Inc.; Estimated Project Cost: \$23,320.00.

Follow Up: Okay with Board.

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 84
MAY 4, 2011 – WORK SESSIONS

Human Resources
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, May 4, at 9:30 a.m., and 1:20 p.m. in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member - (attended the 1:20 session)

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Sheriff Brown, Mary Engle, De Dennis

Record Part 1 @22:50

Subject: 125 Cafeteria Plan

Attachment:

Proposed Action: 125 Cafeteria Plan has been updated to include Health Savings Accounts.

Follow up: Okay to move forward to Monday's agenda.

Subject: Medical Committee recommendation

Attachment: yes

Proposed Action: Medical Committee recommends the County remain with WCIF in 2012.

Subject: Delta Dental/Washington Dental Services changes

Attachment: none

Information: In June, Washington Dental Services will be reducing the amount of money dentists will be reimbursed by at least 15 percent. Washington Dental Services expects that some of its dentists will drop out of the WDS network.

Subject: PAAs

Attachment: yes

Proposed Action:

District Court

- Change to Judge Pro Temp salary change

Sheriff

- Deputized Officer – Replacement Position

Record Part 2 @18:30

- Corrections Officer – Provisional Hire
- Corrections Officer - Replacement Position

Human Services

- Substance Abuse Treatment Program Lead– New Position – Grade C-12
- Substance Abuse Treatment Program Administrative Assistant – New Position – Grade C-7
- Substance Abuse Treatment Program Receptionist – Grade C-6 - New Position

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 85
MAY 4, 2011 – WORK SESSIONS

- Reclassification - Substance Abuse Treatment Coordinator Grade C-11 – change to Substance Abuse Program Manager - NR-13

Assessor

- GIS Administrator – New Position – Grade C-11
- Appraiser I – Replacement position
- Chief Deputy – Replacement position

Follow up: Okay with Board.

Subject: Pay Plan and Performance Appraisal policy revisions

Attachment: yes

Proposed Action: BOCC will forward their comments on the revisions to Melanie for discussion at the next work session.

WSU / Extension Services
Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, May 4, 2011, at 10:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member -Excused

Staff: Pam Dill

Staff Present: Tim Lawrence, Director, Lynette Goodall

Others Present: Elaine Marlow, Budget Director

Record Part 1 @01:02:35

Subject: Review of Requests for Proposal – Descriptions for Marine Resources Committee Positions

Attachments: yes

Proposed Action: Board approval of job descriptions for MRC Communications Manager and Island County MRC Executive Director. – Funding for positions comes from the Northwest Straits Commission.

Follow up: Okay with Board.

Subject: Weed Board Coordinator

Attachment: none

Discussion: Initiation of an MOU between WSU Extension and the Noxious Weed Board regarding the WSU Extension Director's supervision of the Weed Coordinator position.

Tim reported that the Noxious Weed Board decided against the two applicants that applied and voted to leave the current vacant seats empty and reopen the application process. Commissioner Homola requested the Noxious Weed Board put in place some kind of protocol on how those decisions are made.

MAY 4, 2011 – WORK SESSIONS

Summary Minutes

Hearing Room, B-102, Coupeville, WA. Present were:

Angie Homola, Chair
Helen Price Johnson, Member

Kelly Emerson, Member - Excused

Wylie Farr, De Dennis

Others Present: Elaine Marlow, Budget Director, Jeff Lauderdale

Record Part 1 @01:15:00

Subject: Request for Proposals – Jury Management Upgrade Project

Attachment: yes

Proposed Action: Approval to go out for RFP for new jury management system to service Superior and District Courts.

Follow-up: Okay with Board to move forward with RFP.

Subject: Agreement between DSHS and Island County

Attachment: yes

Proposed Action: Washington Court and Recovery Enhancement System; Adult Drug Court Case Management System; Cost: \$3000.00

Follow-up: Okay with Board to move forward to Monday's agenda.

Sheriff

Summary Minutes

102, Coupeville, WA. Present were:

Angie Homola, Chair
Helen Price Johnson, Member

Kelly Emerson, Member – Excused

Staff Present: Sheriff Mark Brown, Wylie Farr, De Dennis

Others Present: Elaine Marlow, Budget Director

Record Part 1 @01:27:14

Subject: Jail staff

Attachment: none

Discussion: De Dennis discussed staffing issues in the jail with the Board.

MAY 4, 2011 – WORK SESSIONS

Follow-up: De Dennis will work with the Budget Director during the lunch hour and continue the discussion at Human Resources afternoon work session.

Summary Minutes

Work Session was held between the County Commissioners and General Services Administration on Wednesday, May 4, 2011, at 10:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member – Excused**

Staff: Pam Dill

Staff Present: Betty Kemp, Director, Don Mason,

Others Present: Elaine Marlow, Budget Director, Jackie Henderson, Don Lupien

Record Part 1@01:33:15

Subject: Proposed Two Year Building Lease for Human Services

Attachment: yes

Proposed Action: Two year lease between S & V Properties (Steve Waldron) and Island County for a portion of the building known as the S & V Building located at 31640 SR 20 for use by the Human Services Department; \$3037.50/month. Prior to signing the lease, two issues need to be resolved, the total monthly rental rate increase cap and janitorial services.

Follow up: Don will negotiate with the landlord and report back to the Board.

Summary Minutes

Work Session was held between the County Commissioners and Human Services on Wednesday, May 4, 2011, at 10:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff:**
Helen Price Johnson, Member
Kelly Emerson, Member – Excused

Staff: Pam Dill

Staff Present: Jackie Henderson, Director, Jerry Pfannenstiel

Others Present: Elaine Marlow, Budget Director

Record Part 1 @01:47:35

Subject: Chemical Dependency Treatment Program

Attachment: none

Information: Jackie updated the Board on the progress of the Chemical Dependency Treatment Program.

Subject: NSMHA – Block Grant

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 88
MAY 4, 2011 – WORK SESSIONS**

Attachment: none

Information: Received a 1 year federal block grant for a Crisis Mental Health Worker to start the first of October.

Subject: Housing Advisory Board

Attachment: none

Proposed Action: Distributed the Interlocal Cooperation Agreement between Island County, the Cities of Langley and Oak Harbor, and the Town of Coupeville for the purpose of establishing the Island County Housing Advisory Board at the Council of Governments meeting on April 27, 2011.

Request for Full Reconveyance of Deed of Trust by Habitat for Humanity of Island County for a home that was built and sold to a low-income family; Lot 2, Parcel No. R13334-292-1650, Oak Harbor, WA.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Veteran's Advisory Board

Attachment: none

Proposed Action: Claim Number V11-23

Follow up: The Board supported the recommendation of the Veterans Case Manager that the claim be denied.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, May 4, 2011, at 11:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member - Excused

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Paula Bradshaw

Others Present: Elaine Marlow, Budget Director

Record Part 1 @02:05:05

Subject: Permit Tracking System

Attachments: no

Discussion: Bob briefed the Board on the progress of the installation and implementation of the Paladin Permit Tracking Software.

Subject: Administrative support staffing

Attachment: no

Discussion: Discussion related to current staffing levels in light of recent vacancies and future planning.

Follow up: Bob will work with the Budget Director and Human Resource Director on a proposal for an administrative support position.

MAY 4, 2011 – WORK SESSIONS

Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, May 4, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

[illegible]

Staff Present: Keith Higman, Director, Kerry Graves, Dr. Roger Case, Carrie MacLachlan, Linda Telles, Suzanne Turner

Others Present: Elaine Marlow, Budget Director

The first Health Department Work Session of the month is designated for informal discussion of Board of Health matters.

Record Part 2@00:05

Environmental Health

Subject: Well site waiver request

Attachment: none

Proposed Action: An application has been submitted for the Board of Health to consider a request to waive the well site siting requirement.

Follow up: Scheduled before the BOH at their May 16, 2011 meeting.

Subject: DSHS and County Agreement on General Terms & Conditions

Attachment: yes

Proposed Action: The DSHS general terms and conditions govern work to be performed under any program agreement between the parties; Contract No. 1183-25373; Contract Period: 7/1/11 – 6/30/17; Contract Amount: -0-

Follow up: Okay to move forward to a Monday agenda following legal review.

Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, May 4, 2011, at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair **Staff:** Pam Dill
Helen Price Johnson, Member
Kelly Emerson, Member

Staff Present: Elaine Marlow, Budget Director

Record Part 2@01:02:50

Subject: Consider applicants for appointment/reappointment to Law & Justice Committee

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 90
MAY 4, 2011 – WORK SESSIONS

Attachments: yes

Proposed Action: The Board considered applicants for appointment/reappointment to the Law & Justice Committee.

Follow-up: Okay with Board to forward recommendation to Monday, May 16, 2011 Board agenda.

Subject: Information on Vendors for hosting BOCC meeting video

Attachments: yes

Discussion: Elaine provided information on the software features/services of both Granicus and AV Capture. Elaine recommended the County use AV Capture. The Board agreed and discussion ensued regarding the level of service the County desires.

Follow up: Elaine will research the options available for audio/visual in the Commissioners Hearing Room and bring back for further discussion.

Subject: C-47 -11 Budget amendment

Attachment: yes

Proposed Action: Resolution C-47-11-Amending the 2011 Island County Budget.

Follow up: Public hearing scheduled for Monday May, 9, 2011.

Subject: REET funding for parks

Attachment: none

Discussion: Commissioner Price Johnson noted that HB 1953 provides much needed flexibility to REET funds so they can be used to support basic maintenance of local park properties through 2016. She advocated for use of the funds to pay for Porta Potties, reinstating the two park employees to full time and hiring a part time employee during the summer months. She has asked for a cost estimate from the Public Works Department.

Follow up: Elaine will contact Bill Oakes and bring this issue forward to the May 11, 2011 work session.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board